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| **Employee Timecard** | | |  |  |  |  |  |  |  |
| **Name:** |  |  |  | **Date:** |  |  |  |  |  |
| **Badge #:** |  |  |  | **Dept:** |  |  |  |  |  |
| **Manager:** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Date** | **In** | **Out** | **Breaks** | **Reg. Hours** | **OT Hours** | **Total Hours** |  |  |  |
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|  |  | **Total:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Employee Signature:** | |  |  | **Date:** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Manager Signature:** | |  |  | **Date:** |  |  |  |  |  |